

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (Informal Bidding Process)

The City Council of the City of Menlo Park adopted [Resolution No. 5831](#) on October 21 2008, approving the City electing to become subject to the Uniform Public Construction Cost Accounting Act. These informal bidding procedures allow Public Works construction projects, as defined in the Public Contract Code, meeting specific criteria for cost (currently less than \$125,000) to be performed by contract acquired by informal bidding procedures.

Procedures for Establishment and Maintenance of List of Qualified Contractors

During January of each year, the City of Menlo Park shall mail a written notice and application to all construction trade journals inviting all license contractors to submit the name of their firm for inclusion on the City of Menlo Park's list of qualified bidders for the year.

The application shall require the contractor to provide the name and address to which a Notice to Contractors or Proposal should be mailed, a phone number at which the contractor may be reached, the type of work in which the contractor is interested and currently licensed to do (earthwork, pipelines, electrical, painting, general building etc.) together with the class of contractor's license(s) held and contractor license number(s).

The City may create a new contractor's list starting **January 1st** of each year. The City may include any contractor's names they so desire on the list, but the list must include at a minimum all contractors who have properly provided the City with the information required as stated above, either during the calendar year in which the list is valid or during November or December of the previous year. A contractor may have his firm added to the City's contractors list at any time by providing the required information on the [Contractor's Pre-Qualification Application](#) and mail it to:

City of Menlo Park Public Works
Department/UPCCAS List 701 Laurel
Street Menlo Park, CA 94025

or Fax to: (650) 327-5497

If you need more information, please contact us at (650) 330-6740.